QUICK TIP: CREATING REPORT VIEWS

Do you have reports that you run a regular basis? Report Views can save you time by eliminating the need to click through prompts each time you need to generate a report.

When creating a report view, you can select the report format (HTML, Excel, or PDF) and a list of projects to be included in the report. Report Views can also be scheduled to automatically run on a particular day and/or time. Refer to ePM InSite for instructions on creating Report Views.
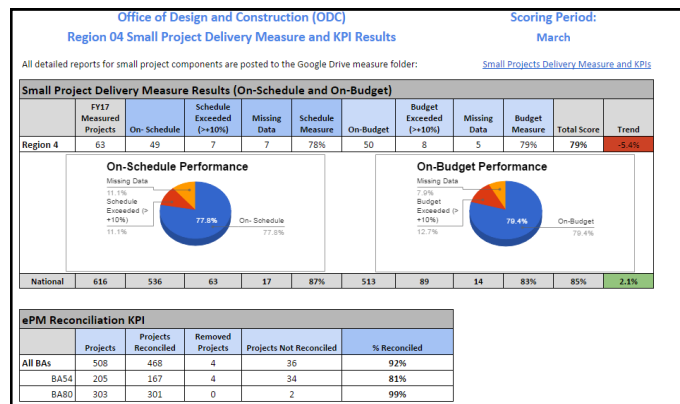
As a reminder, if you have technical questions about ePM, contact ePM Support at epmsupport@gsa.gov.

GOOGLE-BASED SMALL PROJECTS INFORMATION DASHBOARDS

In February 2017, Google-based Small Projects Information Dashboards were rolled out to each region. This tool is a revised version of a Google dashboard created and shared by R7 for further development and disbursement across the organization. The regional Google-based dashboards allow for drilling down to additional project information at specific service center/division levels and will replace the recurring monthly Small Projects Measure Data sheets. Each region's Google Dashboard includes the following project information: Delivery Measure and Timely Award KPI results, ePM Reconciliation Results, Waste Diversion results, ePM Missing Data and Data Error reports, ePM Utilization Report, and ePM All Projects Info Report.

The Google-based dashboards are a prelude to the Small Projects Information Dashboard being created on the D2D platform using Tableau, a data visualization tool. The D2D Small Projects Information Dashboard is scheduled to be completed and rolled out the first quarter of FY18.

For information on the Google-based dashboards, please contact Josue Flores (josue.flores@gsa.gov).

SMALL PROJECTS DASHBOARD REGIONAL REVIEW TEAM

The ePM Team continues to run SDE program/project factsheet reports for all regions/SDE clients. The reports provide an overview of all project data as maintained in ePM/ePMXpress. At this time only projects in planning and execution phases are included.

- Final monthly reports are posted to Google Drive - Customer Project Reports Folder
- Interim (draft) weekly reported are posted to Google Drive - Region 12 (SDE) Folder

The SDE Reporting Team is also working on an updated version of the current report, which is expected to go live in April. The new report will display project information for both GSA owned and leased assets. The new report will be run via BI Publisher, and it will source data from ePM, GREX, REXUS and RETA.

ePM

Connection

COGNOS CORNER

The FY17 ODC Small Projects Unified Measure and KPI Report is a consolidated measure and KPI report for the small projects program.

For each project, basic information is presented followed by the project's performance on the report's four components: ePMXpress Utilization, Timely Award KPI, and Schedule Measure, and Sustainability KPI.

The FY17 ODC Small Projects Unified Measure and KPI Report is located in the Measures Reports folder, and it can be filtered by current state, customer, funding amount, project type, funding type, or geographic state.

ePM Resources:

ePM Support
epmsupport@gsa.gov
(866) 367-7878
M-F 7:30 AM - 7:00 PM ET

ePM Portal and User Resources
https://epm.pbs.gsa.gov/portal/

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GSA

EPM/EPMXPRESS V6.6 RELEASED

On March 19th, ePM v6.6 was released. The release includes:

- ePMXpress Improvements
  - Simplifies entry of multiple PCN and RWAs on Project Details tab
  - Enables deletion of project financials on PM Financials tab
  - Improves left menu load performance on startup
  - Resolves bug where left menu was not syncing with new project information
  - Resolves various issues with the Adhoc Reporting tool
- Revises project state names to align with standard project management terminology. The new state names are now Planning (previously Formative), Execution (previously Active), Closeout (new), On-hold (no change), and Completed (no change).
- Enables users to mark documents/drawings as Secure But Unclassified/Controlled Unclassified via File Manager or the ePM User Interface
- Adds a new Cognos data model that simplifies ePM reporting
- Miscellaneous patches to schedule milestone reporting and earned value reporting

Future releases over the next few months will include additional performance enhancements, project archiving, and other changes. Further details will be provided via email communication.

UPDATE: ENTRY OF PROJECTS <$25K INTO EPMXPRESS

Last quarter, regions began inputting projects <$25k and initiated after June 1, 2016, into ePMXpress in order to provide customers a complete view of their PBS project inventory. Based on reconciliation reports, 96% of the projects identified were entered. These projects include non-severable N-type RWAs in federal space and stand alone/post lease acquisitions. Additional criteria for these projects include:

- Micro-purchase projects are not required, but may be tracked in ePMXpress at the region's discretion
- FEMA projects are not included
- BA61 and BA54 funded projects are not included
- F-type RWAs are not included

Starting April 1, 2017, each region will be responsible for ensuring RWA projects from $0 to $25,000 are entered into ePMXpress, kept up to date, and are in good order for communication to GSA customers. Reconciliation reports that indicate ePMXpress activity within the last 30 days and Service Delivery Excellence gap reports will be provided to the regions on a monthly basis. The new, "Projects under $25k" template with 5 key milestones should be used when entering projects below $25k into ePMXpress. Training and support is provided for ePMXpress. Please refer to ePM InSite, Online Training, Quick Reference Guides, and/or contact your ePM Regional Coordinator for more information.